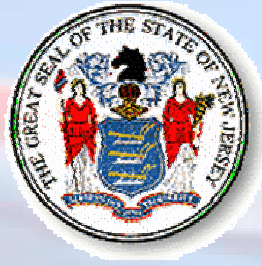


STATE OF NEW JERSEY



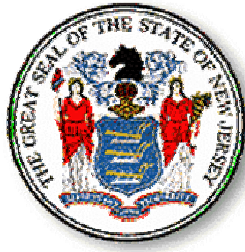
**2005
PUBLIC SERVICE
RECOGNITION AWARDS
PROGRAM**

NOMINATION PROCESS

**County and Municipal Awards
For
Heroism & Customer Service Excellence**

NOMINATION DEADLINE:

JANUARY 10, 2005



FALL 2004

HOW TO NOMINATE FOR COUNTY & MUNICIPAL PUBLIC SERVICE RECOGNITION AWARDS

County and municipal employees may now join New Jersey's Public Service Recognition Awards Program. The program is a chance to recognize co-workers who go the extra mile or are outstanding performers. Anyone can nominate an individual employee or a group of employees – as long as they are peers or subordinates – for these awards:

Customer Service Excellence – Municipal Government
Customer Service Excellence – County Government
Heroism Award – Municipal Government
Heroism Award – County Government

Each county or municipality participating in the 2005 awards program may submit up to **four awards** in any of the two award categories Customer Service Excellence and Heroism. You can access the nomination ballot form on the NJ State Department of Personnel website at: www.state.nj.us/personnel/programs/recognition.htm. Deadline for all nominations is **January 10, 2005**.

Nominees, along with mayors and county executives/representatives, will be invited to attend the May 2, 2005 Award ceremony from 10:00 a.m. – 12:00 Noon at the Trenton War Memorial.

To nominate an employee or employees from county or municipality, please complete the attached nomination form, and submit supporting documentation to make your case.

2005 AWARD DESCRIPTIONS

Customer Service Excellence - Municipal Government

New Jersey local municipal government employees serve a wide variety of constituents throughout the municipality. This award recognizes the individual or group of employees who have provided the most outstanding and exemplary customer service to their constituents (either internal or external) in support of their municipal organization's goals. This award is presented at the State Awards Ceremony held annually in May. Nominations from municipal government must be filed through the governing authority for their respective counties.

Customer Service Excellence - County Government

New Jersey county government employees serve a wide variety of constituents throughout the county and state. This award provides recognizes the individual or group of employees who have provided the most outstanding and exemplary

customer service to their constituents (either internal or external) in support of their county organization's goals. This award is presented at the State Awards Ceremony held annually in May.

Heroism Award - Municipal Government

New Jersey local municipal government employees eligible for this award have performed acts of bravery or personal sacrifice in hazardous or life-threatening situations and acted above and beyond the duties and responsibilities of their jobs, reflecting favorably upon the municipality and state, whether or not the act was performed during working hours. This award is presented at the State Awards Ceremony held annually in May.

Heroism Award - County Government

New Jersey county government employees eligible for this award have performed acts of bravery or personal sacrifice in hazardous or life-threatening situations and acted above and beyond the duties and responsibilities of their jobs, reflecting favorably upon the county and state, whether or not the act was performed during working hours. This award is presented at the State Awards Ceremony held annually in May.

****THE DEADLINE FOR NOMINATIONS IS JANUARY 10, 2005 ****

WHO CAN BE NOMINATED?

When you consider nominating a fellow employee or group of employees, remember that the nomination(s) must represent the full description of the designated award category and the employee(s) nominated should be **MOST DESERVING** of the particular award. Employees **MAY NOT BE RECOGNIZED** for the **same award category** for two consecutive years.

You may nominate someone who is your peer or subordinate.

The incident(s), actions or situation on which the nomination is based must have occurred in the past year.

PROGRAM COST

The program cost of **\$15** per award or **\$50** for *up to four awards* in any category includes an award certificate with the State seal, signed by the Governor, and presented at the May state awards ceremony. Please submit nomination forms together with checks payable to NJ State Department of Personnel.

WHERE TO SEND COMPLETED NOMINATION FORMS

All completed nomination forms, signed by the Mayor/County Executive, should be sent with payment to:

Anna Glyptis, Awards Program Coordinator
NJ Department of Personnel Office of External Affairs
44 South Clinton Avenue, P.O. Box 311, Trenton, NJ 08625-0311

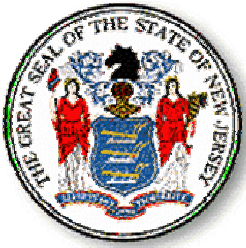
AWARD REVIEW/APPROVAL PROCESS

Department of Personnel Awards Program Coordinator, Anna Glyptis, will notify you of the final awards determinations. All award winners will be invited to attend the NJ Public Service Recognition (State) Awards Ceremony, Monday, May 2, 2005, from 10 AM to 12 Noon at the Trenton War Memorial.

QUESTIONS?

Contact Anna Glyptis at the Department of Personnel at (609) 984-1061 or via email at: aglyptis@dop.state.nj.us.

Thank you for taking the time to recognize your fellow employees!



2005 AWARD NOMINATION FORM

New Jersey Public Service Recognition Awards

DEPARTMENT: _____

TYPE OF AWARD (please check one):

Customer Service Excellence – Municipal Government

Customer Service Excellence – County Government

Heroism – Municipal Government

Heroism – County Government

NOMINEE INFORMATION:

Nominee Name: _____

Nominee Home Address: _____ City: _____

State: _____ Zip: _____

Job Title: _____ Division/Unit: _____

Explanation/Justification for Award Nomination: (If more space is needed, attach additional sheets.)

NOMINATOR INFORMATION:

Nominated by: _____
(Print)

Date: _____

(Signature)

Telephone: _____

Authorized by (print): _____
(Mayor/County Executive)

(Signature)

Title: _____ County _____